

Housing Café – Applicant Portal New Application Process

- **New Application Process** applies to a person or family who has never applied or participated in any of the Oxnard Housing Authority Assistance Programs.

Note:

Do NOT follow this process if any of the following circumstances within the Housing Authority of the City of Oxnard apply to you:

- 1. You are a current tenant of the City of Oxnard Housing Authority.**
- 2. You are currently or have previously been on one of our waiting lists.**
- 3. You have previously been a tenant or participated in any of our programs.**

Welcome to the **Housing Authority of the City of Oxnard**

Applying for a waiting list using our Online Application is Free and Easy

Applications are now being accepted for many of our Housing Assistance Programs

- Submitting an application is **FREE!** If you happen to enter a website that is requiring a fee or payment of any kind, you are not at the right place and should exit out of the site.
- Our Online Application will allow you to:
 - Apply from your computer or any electronic device with Internet access including laptops, tablets and smartphones.
- Our Online Application is available 24/7. If you do not complete your application, you can logout and return later to finish completing your application.
- Your application will not be considered complete until it is submitted.
- In order for you to register for our Online Application, you **must** have an email address.
- The username used for the Online Application **must** be unique.
- Applying for any available waiting list does not represent an offer for housing assistance.
- The Housing Authority of the City of Oxnard is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation, please contact our office at 805-385-8014 or TDD 805-385-7210.

To begin your HOUSING Café Portal Registration Process, go to

<https://www.oxnard.org/city-department/housing>

Following are screenshots of the steps you will be going through during this process.

Step 1

CITY OF OXNARD CALIFORNIA

Call us : (805) 385-8041

Create an Account

I am an applicant

I am a resident

Click Here

Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

Already have an account? Login Now!

User Name

Password

Login

Forgot password?

Step 2

CITY OF OXNARD CALIFORNIA

Call us : (805) 385-8041

Create an Account

I have a registration code

I do NOT have a registration code

Click Here

Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

Already have an account? Login Now!

User Name

Password

Login

Forgot password?

Step 3

CITY OF OXNARD CALIFORNIA Call us : (805) 385-8041

Create an Account

Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

Already have an account? Login Now!

User Name

Password

[Login](#)
[Forgot password?](#)

Enter all required information

Personal Details

First Name*
Gabe

Last Name*
Testone

SSN#* (If you do not have a SSN, please enter 999-99-9999)

Confirm SSN#*

Phone (Home)*
(111) 222-3333

Account Information

Email Address* (Your email address is your user name)
gabriel.diaz.usa@gmail.com

Confirm Email Address*
gabriel.diaz.usa@gmail.com

Password*

Confirm Password*

I'm not a robot

I have read and accept the [Terms and Conditions](#)

* Required fields

[Register](#)

Please Note: Your email address is your user name

Click the "I am not a robot" box

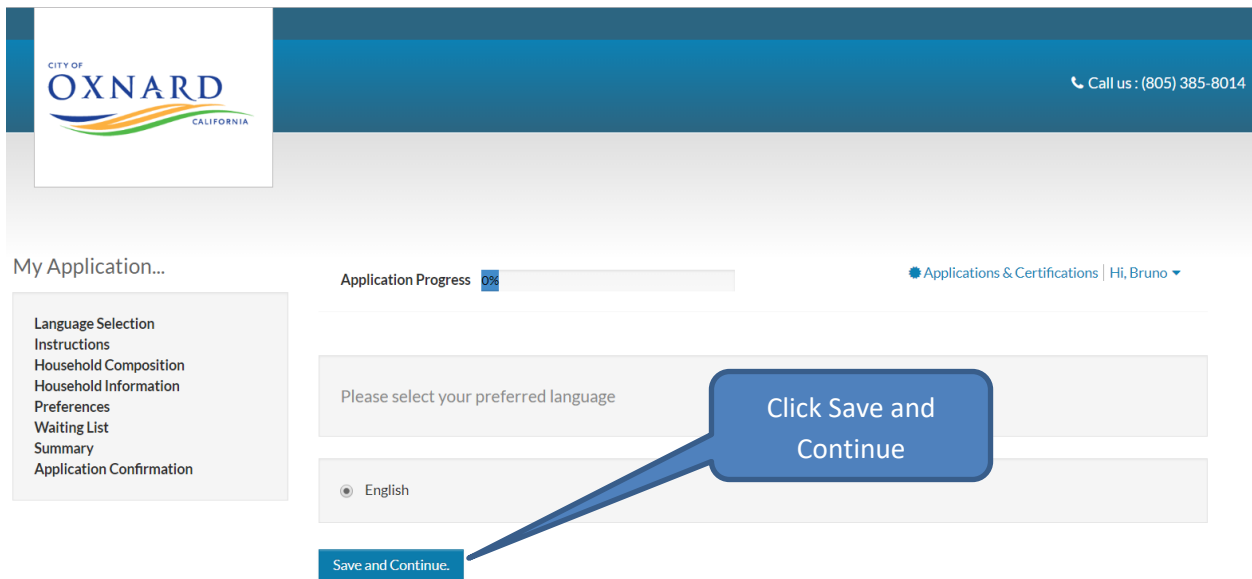
Click the "I have read and accept the Terms and Conditions" box

Click Register when ready

Step 4



Step 5



Step 6

- You will now be going through several steps that will ask you questions about the following:
 - Household
 - Income
 - Preference Points
 - Waiting lists you would like to apply for
- All of this information will be needed in order to complete your application.
- Your application will not be considered complete until you reach the final step, where you will be asked to submit your application.

My Application...

- Language Selection
- Instructions**
- Contact Details
- Household Composition
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 7%

Applications & Certifications | Hi, Bruno ▾

Welcome to our online application

Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the country. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, sex, religion, national or ethnic origin, familial status, sexual orientation or disability.



Step 7

My Application...

- Language Selection
- Instructions
- Contact Details**
- Household Composition
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 14%

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Contact Information

Mailing Address*

City*

State*

Zip*

I do not have a mailing address.

E-mail

Office

Home

FAX

Enter all required information

Click Save and Continue

[Go Back.](#) [Save and Continue.](#)

Step 8

CITY OF OXNARD CALIFORNIA Call us : (805) 385-8014

My Application... Application Progress **21%** [Applications & Certifications | Hi, Bruno](#)

- Language Selection
- Instructions
- Household Composition**
- Family Members
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Household Composition
In the next section, you will provide details about all members of your household.

[Go Back.](#) [Save and Continue.](#)

Click Save and Continue

Step 9

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My Application... Application Progress **29%** [Applications & Certifications | Hi, Bruno](#)

- Language Selection
- Instructions
- Household Composition
- Family Members**
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Family Members

[Add Family Member](#)

Search:

First Name	Last Name	Date of Birth	Relationship	Age	Gender		
Bruno	Diaz	(Blank)	Head of Household	(Blank)	(Blank)	More Info Needed	Delete

Showing 1 to 1 of 1 entries

[Go Back.](#) [Save and Continue.](#)

Click More Info Needed

Step 10

Enter all required information

Tell Us About Family Members

Member Details

First Name*	Bruno
Middle Name	
Last Name*	Diaz
Date of Birth*	04/21/1967
Social Security Number (If this person does not have a SSN, please enter 999-99-9999)*	111-22-3333
Gender*	Male
Relationship to the Head of Household*	Head of Household
Citizenship Status*	Eligible Citizen
Is this person disabled?*	No
Hispanic or Latino*	Yes
American Indian or Alaska Native*	Yes
Asian*	No
Black or African American*	No
Native Hawaiian or Other Pacific Islander*	No
White*	No
Notes:	

Click Save

Save Cancel

Step 11

The screenshot shows the 'Family Members' section of the application portal. The top navigation bar includes the City of Oxnard logo and a phone number: (805) 385-8014. The 'My Application...' sidebar on the left lists various steps, with 'Family Members' highlighted in red. The main content area shows an 'Application Progress' bar at 29% and a user profile for 'Hi, Bruno'. Below this is a section titled 'Family Members' with an 'Add Family Member' button. A table lists the current family member: Bruno Diaz, born in 1967, Head of Household, 51 years old, Male. The table has 'Edit' and 'Delete' buttons for each entry. Below the table is a 'Go Back' and 'Save and Continue' button. Two callout boxes provide instructions: one pointing to the 'Add Family Member' button with the text 'Click here to add additional family members if applicable', and another pointing to the 'Save and Continue' button with the text 'Click Save and Continue'.

Language Selection
Instructions
Household Composition
Family Members
Household Information
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 29%

Applications & Certifications | Hi, Bruno

Family Members

Add Family Member

Search:

First Name	Last Name	Date of Birth	Relationship	Age	Gender		
Bruno	Diaz	1967	Head of Household	51	Male	Edit	Delete

Showing 1 to 1 of 1 entries

Go Back Save and Continue.

Click here to add additional family members if applicable

Click Save and Continue

Step 12

The screenshot shows the 'Household Information' section of the application portal. The top navigation bar includes the City of Oxnard logo and a phone number: (805) 385-8014. The 'My Application...' sidebar on the left lists various steps, with 'Household Information' highlighted in red. The main content area shows an 'Application Progress' bar at 36% and a user profile for 'Hi, Bruno'. Below this is a section titled 'Household Information' with a sub-header 'Household Information' and a paragraph: 'In the next section, you will provide information about the incomes, access requirements, special needs, and additional details of all household members.' Below this is a 'Go Back' and 'Save and Continue' button. A callout box points to the 'Save and Continue' button with the text 'Click Save and Continue'.

Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 36%

Applications & Certifications | Hi, Bruno

Household Information

In the next section, you will provide information about the incomes, access requirements, special needs, and additional details of all household members.

Go Back Save and Continue.

Click Save and Continue

Step 13

manager.rentcafe.com/sitemanager/login.aspx

CITY OF OXNARD CALIFORNIA

Call us : (805) 385-8014

My Application...

Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 43%

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Income
Annual income includes all amounts, monetary or not, that:
(1) Belong to family members
(2) Are anticipated to be received by the family
(3) Are derived from assets to which any member of the family has access

Annual Income* \$27,000.00

Go Back. Save and Continue.

Enter Gross Annual Income for entire family

Click Save and Continue

Step 14

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My Application...

Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 50%

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Access
Do you or any member of your household require accessibility features?

Hearing Access
Mobility Access
Sight Access
None

Go Back. Save and Continue.

Choose Access required if any or none

Click Save and Continue

Step 15

CITY OF OXNARD CALIFORNIA

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My Application...

Application Progress 57%

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Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Special Needs

- Displaced
- Homeless
- None

Go Back. Save and Continue.

Choose special needs if any or none

Click Save and Continue

Step 16

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Call us : (805) 385-8014

My Application...

Application Progress 64%

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Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Additional Details

Go Back. Save and Continue.

Click Save and Continue

Step 17

City of Oxnard California logo and contact info: Call us: (805) 385-8014

My Application...
 Language Selection
 Instructions
 Household Composition
 Household Information
Preferences
 Waiting List
 Summary
 Application Confirmation

Application Progress: 71%

Preferences
 If none apply, click Save and Continue.

Search:

Select	Preferences	Description
<input type="checkbox"/>	Disabled	If Head of Household/Co-head or spouse is a person with disabilities
<input type="checkbox"/>	Displaced	
<input type="checkbox"/>	Elderly	62 years of age and older
<input type="checkbox"/>	Homeless	
<input type="checkbox"/>	Involuntary Displacement	If displaced by the Oxnard Housing Authority
<input checked="" type="checkbox"/>	Single	Without spouse and/or children
<input type="checkbox"/>	Veteran	If Head of Household or spouse has an honorable discharge. This preference will be extended to surviving spouse.

Go Back. Save and Continue.

Step 18

City of Oxnard California logo and contact info: Call us: (805) 385-8014

My Application...
 Language Selection
 Instructions
 Household Composition
 Household Information
 Preferences
Waiting List
 Summary
 Application Confirmation

Application Progress: 79%

Waiting List
 Select the waiting list(s) you want to apply to.

Search:

Select	Waiting list	Description
<input type="checkbox"/>	Senior Building	801 South C Street and 401 South C Street, Oxnard CA 93030
<input type="checkbox"/>	Public Housing	520 Units owned by the Oxnard Housing Authority
<input checked="" type="checkbox"/>	Tenant Protection Vouchers	
<input type="checkbox"/>	Project Based	
<input type="checkbox"/>	Housing Choice Voucher	Privately owned rental units

Go Back. Save and Continue.

Step 19

CITY OF OXNARD CALIFORNIA

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My Application...

- Language Selection
- Instructions
- Household Composition
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 86%

Applications | Hi, Bruno ▾

Final review & submission

Please verify that the information you entered is correct. If you want to make changes, click the appropriate menu links on the left side of the screen. When you have finished reviewing the data, click Submit Application.

Family Members | Income | Access | Special Needs | Additional Details | Preferences | Waiting List

First Name	Last Name	Date of Birth	Relationship	Age	Gender	Citizenship
Bruno	Diaz	1967	Head of Household	51	Male	Eligible Citizen

Terms and Conditions

I agree to Waitlist-Test's terms and conditions for submitting an application.

I accept all of the above Terms and Conditions.

Go Back. Save and Continue.

Click Save and Continue

Click on any of the sections to do a final review .

Read and Accept Terms and Conditions

Step 20

CITY OF OXNARD CALIFORNIA

Call us : (805) 385-8014

My Application...

- Language Selection
- Instructions
- Household Composition
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 100%

Applications & Certifications | Hi, Bruno ▾

Application Confirmation

Your application has been submitted.

Download Application in PDF

Go Back. Log Out.

You are done. Click on Log Out.

Final Step

- Once the final step is completed, you will receive an auto-generated confirmation email along with an attachment of your application summary.